



Department of
Administrative Services

Professional Development

Providing Training for
State Purchasing Professionals

Customer Focused, Performance Driven



Electronic Notification (eNotification)

Department of Administrative Services
State Purchasing Division

statepurchasing.doas.georgia.gov



Your instructor



Dorna C. Scott

Title: Procurement Training Specialist - Supplier

Accomplishments: Successful implementation of ERP training initiatives.

Fifteen (15) years experience in Organizational Training & Development and Public Relations

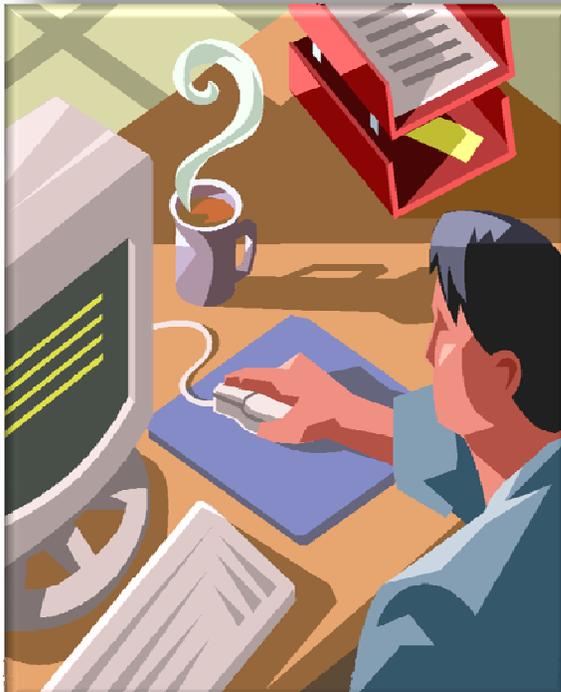
Education: M.B.A., Human Resources Management

Contact:
dorna.scott@doas.ga.gov
(404) 463-4044



Course objectives

By completing this course, you will be able to:



- **Describe** eNotification
- **List** the services available to eNotification non-subscribers
- **List** the services that eNotification provides to Suppliers
- **Describe** how buyers identify eNotification subscribers/non-subscribers in GPR/eQuote and Team Georgia Marketplace



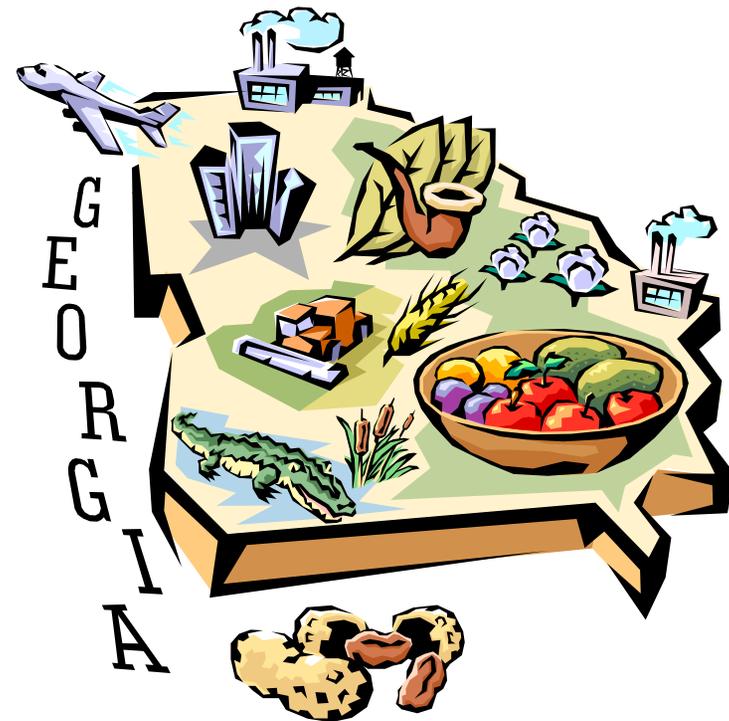
Electronic Notification (eNotification)

What Is It?

eNotification

What is it?

Electronic Notification or *eNotification* is a process implemented by the Georgia Department of Administrative Services (DOAS) to provide suppliers with *email notification* to alert them when a state entity posts a sourcing event

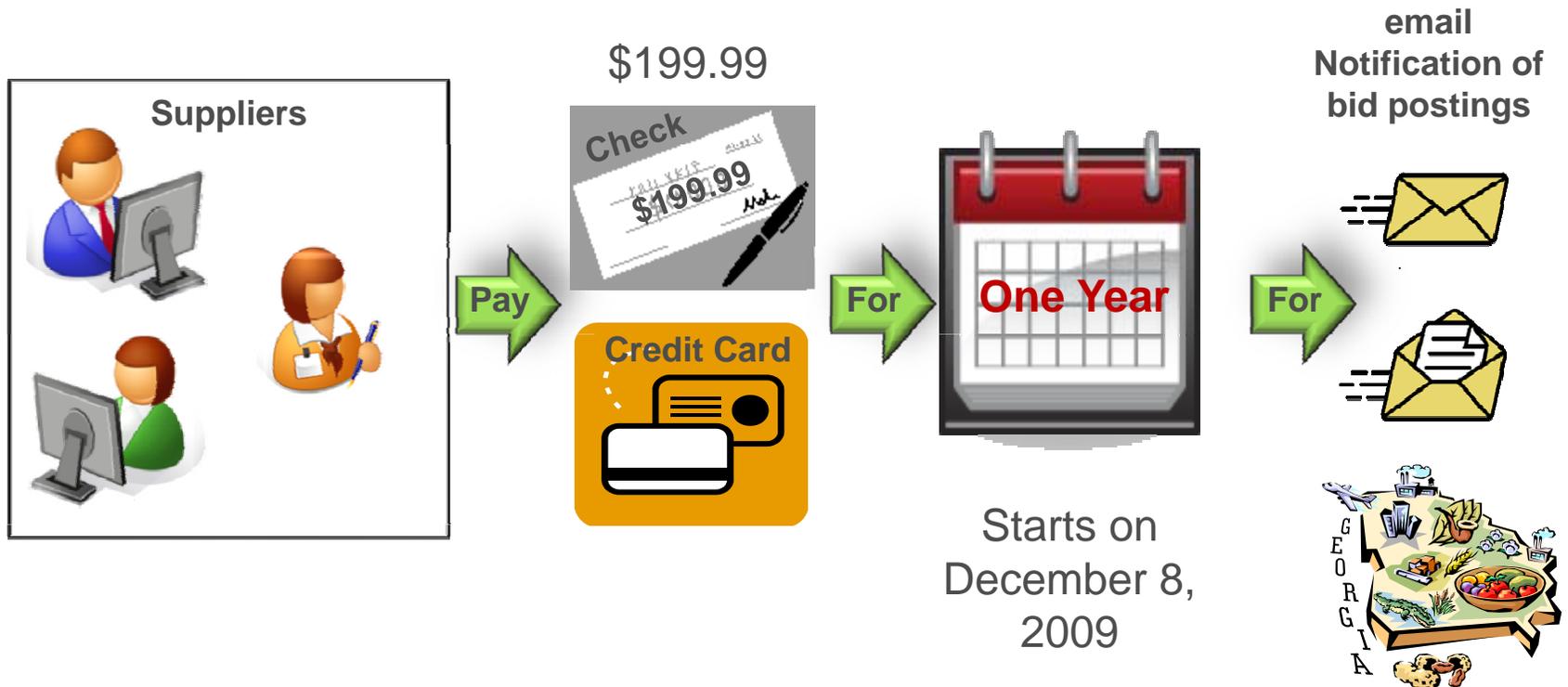


eNotification

What is it?

To subscribe to Electronic Notification (eNotification), suppliers must pay \$199.99 per year.

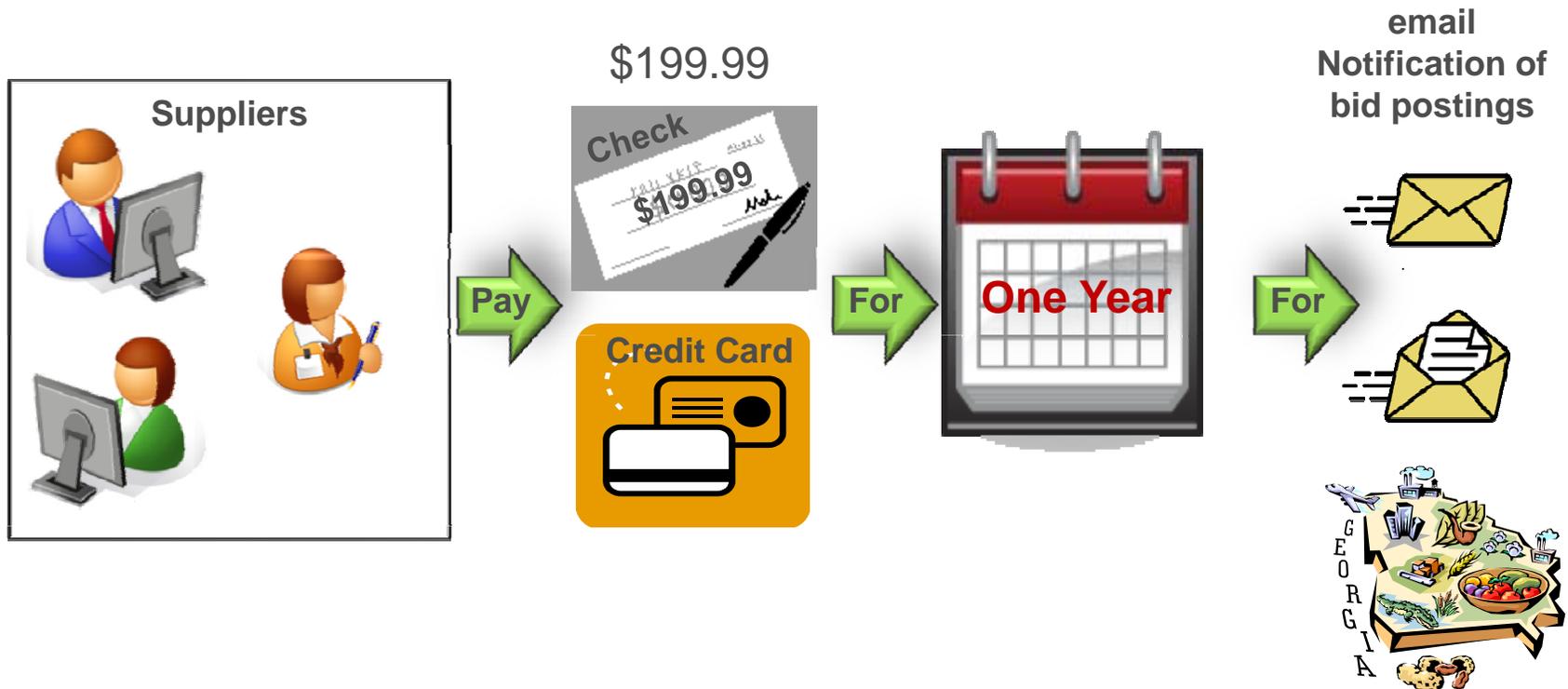
During this year, suppliers receive email notifications of bid opportunities pertinent to their line of business from all State of Georgia entities including Colleges and Universities, Agencies and other municipalities



eNotification

What is it?

Suppliers can pay by one of four major credit cards – AMEX, Visa, Master Card and Discover or by Electronic Check.



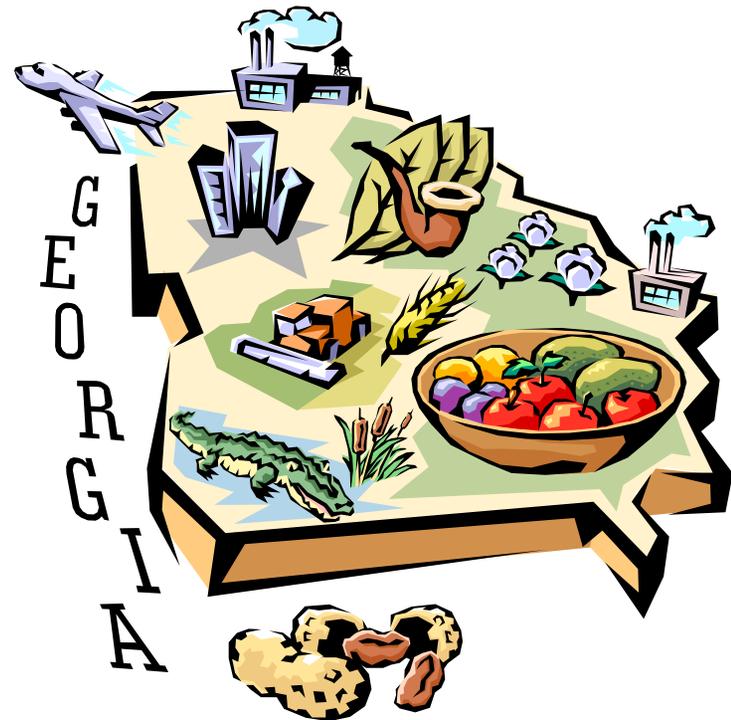
eNotification

What is it?

Subscription to eNotification is *optional*.

Suppliers that do not subscribe to eNotification can continue to bid on any state entity sourcing event.

Registered, but non-subscribed suppliers will be excluded from the electronic notification list and will not be a part of the buyer's search and Recommend Bidders options.

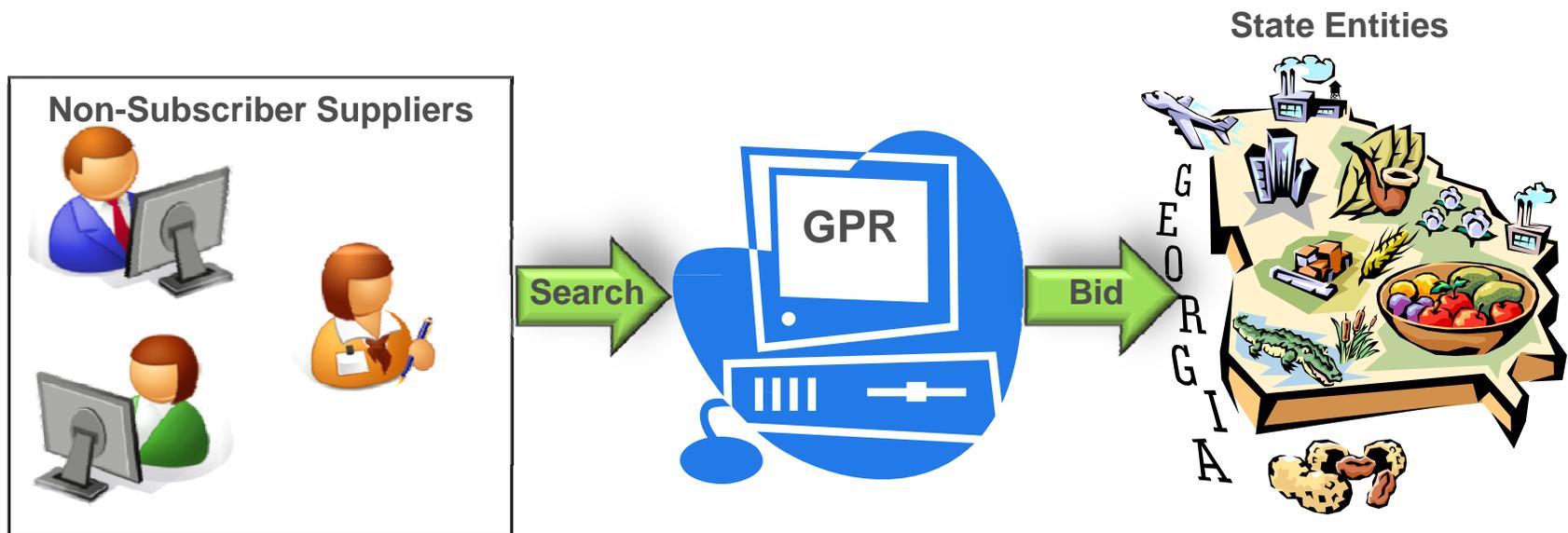


eNotification

What is it?

Suppliers that do not subscribe to eNotification can continue to search the Georgia Procurement Registry (GPR) for posted events and respond to any state entity solicitation.

However, non-subscribed suppliers do not receive email invitations when state entities post their sourcing events.





Electronic Notification (eNotification)

Services Provided

eNotification

Benefits to Suppliers – Free Services

- 
- Online Supplier Registration
 - Self maintenance of the supplier's firm's Contacts, Addresses and selected NIGP Codes
 - View Procurement Events and Place Bids
 - View & download Purchase Orders (3 years history) from state agencies
 - View Payments and receipts (3 years history) from state agencies
 - View Invoices (3 years history) to state agencies
 - Check outstanding balances and payment status
- Receive Purchasing News and view Announcements on the state purchasing portal
 - View and Respond to bid notices on Georgia Procurement Registry
 - View, Self-Invite and Respond to eQuote bids
 - Supplier Relations Seminars and Training
 - Procurement Help Desk Assistance
 - Supplier Newsletter
 - Add or Delete multiple NIGP codes at any time

eNotification

Benefits to Suppliers – eNotification Services

- All free services outlined on previous slide
- **Electronic Bid Notifications** and subsequent updates to bids that are posted by State of Georgia governmental entities including Colleges and Universities, Agencies and other municipalities on any of the following systems:
 - Team Georgia Marketplace
 - eQuote
 - Georgia Procurement Registry

- Notifications are sent to every supplier's contact registered in Team Georgia Marketplace
- Annual Electronic Notification Fee reminder to assist you in renewing annually



How Suppliers Were Notified

Suppliers received email notifications announcing Electronic Notification at the beginning of the Fiscal Year. They also can review...

Web sites

www.doas.ga.gov

<http://www.doas.ga.gov/Suppliers/Pages/SupplierStart.aspx>

Publications



Supplier
Source
Newsletter



eNotification – GPR and eQuote

How It Works

eNotification – GPR and eQuote

How it works with GPR and eQuote

- Search for Suppliers by NIGP code
- Search for Suppliers by NIGP Keyword
- GPR Bids
- eQuote Bids

The screenshot displays the Georgia Procurement Registry website. At the top, there is a header with the 'Team Georgia Marketplace' logo on the left and the 'Georgia Department of Administrative Services' logo on the right. Below the header, the text 'Georgia Procurement Registry' is prominently displayed. A navigation bar contains three links: 'SUBSCRIPTION LIST', 'BROWSE FOR BIDS', and 'CONTACT US'. A 'Help' button is located in the top left corner of the main content area. The main heading is 'The Georgia Bid Posting System'. Below this, a paragraph states that many bid documents are available in PDF format and provides a link to download the Adobe Acrobat Reader. The page is organized into sections: 'POSTING BID NOTICES AND DOCUMENTS' with links for 'Bid Processing', 'eQuote Menu', and 'New eQuote Menu'; 'BUYER INFORMATION' with links for 'BUYER USER-ID PASSWORD FOR TESTING ONLY' and 'CLOSE BIDS FOR TESTING ONLY'; and 'GOVERNMENT UNIT INFORMATION' with links for 'Agency Information' and 'Agency APO (Agency Procurement Officer) list and Email APO'.

Vendor Sourcing

To look up NIGP codes for vendors who have registered and are subscribed, click Vendor Sourcing Module

The screenshot shows the Georgia Bid Posting System website. At the top, there are three navigation links: [SUBSCRIPTION LIST](#), [BROWSE FOR BIDS](#), and [CONTACT US](#). Below these is a [Help](#) button. The main heading is **The Georgia Bid Posting System**. A paragraph explains that many bid documents are in PDF format and provides a link to [Download the free Adobe Acrobat Reader](#). The page is organized into sections: **POSTING BID NOTICES AND DOCUMENTS** (with links for [Bid Processing](#), [eQuote Menu](#), and [New eQuote Menu](#)), **BUYER USER-ID PASSWORD FOR TESTING ONLY** and [CLOSE BIDS FOR TESTING ONLY](#), **BUYER INFORMATION** (with [Edit Your Profile](#)), and **GOVERNMENT UNIT INFORMATION** (with links for [Agency Information](#), [Agency APO](#), [Vendor Performance Report \(VPR\)](#), [Vendor Sourcing Module \(List\)](#), [NIGP key word search and Vendor Sourcing Module \(List and/or Email\)](#), [Vendor List \(complete\)](#), and [Complete 5 digit NIGP list](#)). A red rectangular box highlights the [Vendor Sourcing Module \(List\)](#) link, and a large grey arrow points from the text box on the left towards this link.

Search for Suppliers – NIGP Code

Menu option: Vendor Sourcing Module (List)

Choose 3-digit, then 5-digit code

The screenshot shows the 'Vendor Sourcing' page of the Georgia Procurement Registry. At the top, there are navigation links: HOME, CONTACT US, SUBSCRIBE FOR BID NOTICES, and PROCUREMENT LINKS. The page title is 'Vendor Sourcing'. Below the title, there is a brief explanation: 'This system will list registered VENDORS based on the 5 digit NIGP codes they selected. Vendors register at the 5 digit NIGP level. Please select the 3 digit categories from which you want to select the 5 digit codes. The desired 5 digit codes will appear on the next screen.' There are two buttons: 'Return To Menu' and 'Five Digit NIGP Selection'. Below these is a list of 3-digit NIGP codes with checkboxes, including 005 ABRASIVES, 010 ACOUSTICAL TILE, INSULATING MATERIALS, AND SUPPLIES, 015 ADDRESSING, COPYING, MIMEOGRAPH, AND SPIRIT DUPLICATING MACHINE SUPPLIES: CHEMICALS, INK, PAPER, ET, 019 AGRICULTURAL CROPS AND GRAINS INCLUDING FRUITS, MELONS, NUTS, AND VEGETABLES, 020 AGRICULTURAL EQUIPMENT, IMPLEMENTS, AND ACCESSORIES (SEE CLASS 022 FOR PARTS), 022 AGRICULTURAL IMPLEMENT AND ACCESSORY PARTS, 025 AIR COMPRESSORS AND ACCESSORIES, 031 AIR CONDITIONING, HEATING, AND VENTILATING: EQUIPMENT, PARTS AND ACCESSORIES (SEE RELATED ITEMS IN C), 035 AIRCRAFT AND AIRPORT, EQUIPMENT, PARTS, AND SUPPLIES, 037 AMUSEMENT, DECORATIONS, ENTERTAINMENT, TOYS, ETC., 040 ANIMALS, BIRDS, MARINE LIFE, AND POULTRY, INCLUDING ACCESSORY ITEMS (LIVE), 045 APPLIANCES AND EQUIPMENT, HOUSEHOLD TYPE, 050 ART EQUIPMENT AND SUPPLIES, 052 ART OBJECTS, 055 AUTOMOTIVE ACCESSORIES FOR AUTOMOBILES, BUSES, TRUCKS, ETC., 060 AUTOMOTIVE MAINTENANCE ITEMS AND REPAIR/REPLACEMENT PARTS, and 065 AUTOMOTIVE BODIES, ACCESSORIES, AND PARTS.

The screenshot shows the 'Vendor Sourcing - 5 Digit NIGP Selection' page of the Georgia Procurement Registry. At the top, there are navigation links: HOME, CONTACT US, SUBSCRIBE FOR BID NOTICES, and PROCUREMENT LINKS. The page title is 'Vendor Sourcing - 5 Digit NIGP Selection'. Below the title, there is a brief explanation: 'NIGP codes are assigned to bids at the 5 digit level. Below is the list of the three(3) digit NIGP codes you selected on the previous page along with all the five(5) NIGP codes within the selected 3 digit codes. Select as many codes as applicable for the VENDOR sourcing process.' There are two buttons: 'Return To Menu' and 'Vendor List'. Below these is a list of 5-digit NIGP codes with checkboxes, including 845-00 TESTING APPARATUS AND INSTRUMENTS (NOT FOR ELECTRICAL OR ELECTRONIC MEASUREMENTS), 845-01 Acoustics Testing Devices, 845-02 Aerodynamic Testing Devices (Laboratory Type) and Wind Tunnels, 845-04 Combustion Efficiency Measurement Apparatuses (For Flue Gases, Exhaust Gases, etc.), 845-06 Concrete Testing Apparatus and Supplies, 845-10 Fabric Testing Apparatus, 845-12 Falling Weight Deflectometer System (Pavement Loading Device), 845-14 Fiber Testing Apparatus (Except Flammability), 845-19 Flash Point Tester (Closed and Open Cup), 845-22 Fuel Test Kits and Devices, 845-23 Flammability Testing Equipment (For Apparel, Construction Materials, Fabrics, etc.), 845-24 Food Testing Apparatus (For Fat, Fiber, Moisture Content, etc.), 845-25 Hydrostatic Pressure Testers: Dead Weight Testers, Hydrostatic Test Pumps, etc., 845-32 Lead Test Kits, 845-35 Milk Testing Equipment (For Dairy Thermometers See 245-87), 845-45 Moisture Testers (Not for Soils), 845-46 Moisture-Density Tester (For Soils): Nuclear Moisture-Density Gauges, etc., 845-48 Paint Testing Equipment, 845-49 Pavement Testing and Data Collection Equipment, and 845-50 Soil Compaction Test Equipment (Cone Penetration Test, etc.).

Search for Suppliers – NIGP key word

Menu Option: NIGP key word search and Vendor Sourcing Module (List and/or Email)

You can search for vendors by NIGP keyword

Search by keyword

The screenshot shows the website interface for 'The Georgia Bid Posting System'. At the top, there are navigation links: 'SUBSCRIPTION LIST', 'BROWSE FOR BIDS', and 'CONTACT US'. Below these is a 'Help' button. The main heading is 'The Georgia Bid Posting System'. A paragraph explains that bid documents are available in PDF format and provides a link to download the Adobe Acrobat Reader. The page is organized into sections: 'POSTING BID NOTICES AND DOCUMENTS' with links for 'Bid Processing', 'eQuote Menu', and 'New eQuote Menu'; 'BUYER INFORMATION' with a link for 'Edit Your Profile'; and 'GOVERNMENT UNIT INFORMATION' with links for 'Agency Information', 'Agency APO', and 'Vendor Performance Report'. A red rectangular box highlights the link 'NIGP key word search and Vendor Sourcing Module (List and/or Email)'. Other links include 'Vendor Sourcing Module (List)', 'Complete 5 digit NIGP list', and testing-related links.

Search for Suppliers – NIGP key word

Menu Option: NIGP key word search and Vendor Sourcing Module (List and/or Email)

Team Georgia Marketplace
Georgia Procurement Registry
Georgia Department of Administrative Services

HOME CONTACT US SUBSCRIBE FOR BID NOTICES PROCUREMENT LINKS

NIGP KEY WORD SEARCH

The NIGP descriptions at both the 3 digit and 5 digit level will be searched.

Please enter key word or phrase in the appropriate box.
Partial word search criteria may be used.
Words and phrases are NOT case sensitive.
Up to three words or phrases connected by "and" or "or" may be used for each search.

dead

and or

and or

NIGP Search Reset

Return To Menu

PR_vendor_sourcing_lookup (1/2/07)

Team Georgia Marketplace
Georgia Procurement Registry
Georgia Department of Administrative Services

NIGP LIST

Search Criteria: dead

NIGP DESCRIPTION CODE	
84500--TESTING APPARATUS AND INSTRUMENTS (NOT FOR ELECTRICAL OR ELECTRONIC MEASUREMENTS)	<input type="checkbox"/>
84525--Hydrostatic Pressure Testers: Dead Weight Testers, Hydrostatic Test Pumps, etc.	
96200--MISCELLANEOUS SERVICES	<input type="checkbox"/>
96225--Disposal and Removal, Dead Animals	
96270--Removal and Pickup of Dead Bodies	<input type="checkbox"/>

Vendor List

Return To Menu

PR_vendor_sourcing_keyword_lookup
MODE: (TEST)

Supplier lists

- Results show how many Suppliers are paid – and which will receive email.
- The total number of vendor contacts does not reflect the number of vendors, but the number of total contacts who will receive email

HOME CONTACT US SUBSCRIBE FOR BID NOTICES PROCUREMENT LINKS

Return To Menu

Vendor Sourcing

The following is a list of vendors based on your NIGP code selection.

NIGP codes selected.

845-25

NO.	FEIN	Company Name	Minority	Ethnic	eNotification Flag
1	770613103	BEST LAB DEALS INC	N	NOM	Unpaid
2	650685694	CONSTRUCTION JOURNAL	N	NOM	Unpaid
3	200227238	EVERGREEN SPECIALTY SERVICES	N	NOM	Unpaid
4	161340858	FIBER INSTRUMENT SALES INC	N	NOM	Unpaid
5	582070468	FIRST SYSTEM INTERNATIONAL	Y	AFA	Unpaid
6	200000155	GEORGIA TELECOM SUPPLY INC	N	NOM	Unpaid
7	310961077	GILSON COMPANY INC	N	NOM	Unpaid
8	880491105	GOLDEN HORIZON CORPORATION	Y	ASA	Unpaid
9	410850527	NCS PEARSON INC	N	NOM	Paid
10	940849175	NEWPORT CORPORATION	N	NOM	Unpaid
11	221836618	PARA SCIENTIFIC CO	N	NOM	Unpaid
12	562238447	PUCKETT INSTITUTE LEARNING ALL	N	NOM	Unpaid
13	581599843	SAILORS ENGINEERING ASSOCIATES INC	N	NOM	Unpaid
14	521035956	SHIMADZU SCIENTIFIC INSTRUMENTS INC	N	NOM	Unpaid
15	631007294	TECHNICAL LABORATORY ASSOCIATES INC	N	NOM	Paid
16	953177413	TELESTAR CORPORATION	Y	ASA	Unpaid
17	250900465	TRANE U S INC	N	NOM	Unpaid
18	911319190	VWR INTERNATIONAL INC	N	NOM	Unpaid

ETHNIC GROUP	COUNT
African American	1
Asian American	2
Native American	0
Hispanic/Latino	0
Pacific Island/American	0
Other	15
Not Classified	0

Total Number of Vendors 18

Total Number of Vendor Contacts 32

eNotification Counts

Paid	2
UnPaid	16

Post Bids -GPR

Menu Option: Post a Bid

When you post a bid on the GPR, follow the same initial steps

The screenshot shows a web interface with a green header containing navigation links: MAIN MENU, SUBSCRIPTION LIST, BROWSE FOR BIDS, and CONTACT US. The main content area is titled "Bid Processing" and contains a paragraph of text: "Many of the Bid Documents contained herein are available in Portable Document Format (PDF) files. The Adobe Acrobat Reader is required to view and print PDF files. [Download the free Adobe Acrobat Reader](#) from the Adobe Web site, if necessary." Below this text is a list of menu options: "Post a Bid.", "Post a Sole Source Bid", "Edit a Bid.", "Delete a Bid.", "Add a Document to a Bid.", "Delete a Bid Document.", "Notify/Email Additional Vendors about a bid Notification List (Emailed at bid posting) for a bid plus the ability to re-send an Email to the same list.", "Set the Bid Status to NOIA", and "Reset the NOIA Date so the bid can be Awarded". The "Post a Bid." option is highlighted with a red box. At the bottom of the menu is a button labeled "Return To Main Menu".

MAIN MENU SUBSCRIPTION LIST BROWSE FOR BIDS CONTACT US

Bid Processing

Many of the Bid Documents contained herein are available in Portable Document Format (PDF) files. The Adobe Acrobat Reader is required to view and print PDF files. [Download the free Adobe Acrobat Reader](#) from the Adobe Web site, if necessary.

- [Post a Bid.](#)
- [Post a Sole Source Bid](#)
- [Edit a Bid.](#)
- [Delete a Bid.](#)
- [Add a Document to a Bid.](#)
- [Delete a Bid Document.](#)
- [Notify/Email Additional Vendors about a bid Notification List \(Emailed at bid posting\) for a bid plus the ability to re-send an Email to the same list.](#)
- [Set the Bid Status to NOIA](#)
- [Reset the NOIA Date so the bid can be Awarded](#)

Return To Main Menu

PR_bid_men

Post Bids -GPR

Menu Option: Post a Bid

BID MENU BROWSE FOR BIDS CONTACT US

Help

Post A Bid

** denotes mandatory data.

Bid Process ** RFP

Purchasing Type ** Agency Contract

Category Type ** Goods

Bid Number ** 42900-0009-000000120

Agency Code/Name 42900***GEORGIA DEPARTMENT OF ECONOMIC DEVELOPMENT

Fiscal Year ** 10

Bid Title ** DIAGNOSTIC ECONOMIC DEVELOPMENT

Contact Name ** Jenny Smith

Contact Phone ** 4046789000

Contact E-mail ** smith@georgia.org

Bid Closing Date ** 12/30/2009 Select from Calendar

Bid Closing Time ** 02:00 PM

Url

Dollar Estimate 100000

Bid Status Open

Pre-Bid Conference N/A Enter Pre-Bid Information

Bid Description**

DIAGNOSTIC ECONOMIC DEVELOPMENTBid Description

NICP Codes

(1.) 84626

(2.)

(3.)

(4.)

(5.)

Check This Form Post the Bid

Return To Menu

PR_bid_add_review
MODE (1097)

Enter required information and click
Post the Bid

HOME CONTACT US SUBSCRIBE FOR BID NOTICES PROCUREMENT LINKS

The back button cannot be used

Bid Processing

Return To Menu

This is an approved bid and the process to email the appropriate vendors has been initiated.

The total number of contacts selected is : 3.

PR_bid_processing
MODE (1097)

You will receive a confirmation screen
of how many vendors have been
contacted

Post Bids -GPR

Menu Option: Notify/email Additional Vendors about a Bid

You can notify additional vendors if resulting number is low

Bid Processing

Many of the Bid Documents contained herein are available in Portable Document Format (PDF) files. The Adobe Acrobat Reader is required to view and print PDF files. [Download the free Adobe Acrobat Reader](#) from the Adobe Web site, if necessary.

- [Post a Bid.](#)
- [Post a Sole Source Bid](#)
- [Edit a Bid.](#)
- [Delete a Bid.](#)
- [Add a Document to a Bid.](#)
- [Delete a Bid Document.](#)
- [Notify/Email Additional Vendors about a bid](#)
- [Notification List \(emailed at bid posting\) for a bid.](#)
- [Set the Bid Status to NOIA](#)
- [Reset the NOIA Date so the bid can be Awarded](#)

Return To Main Menu

PR_bid_men

Click Notify/Email add'l vendors

This function is being monitored by SPD!

Post Bids -GPR

Menu Option: Notify/email Additional Vendors about a Bid

Team Georgia Marketplace
Georgia Procurement Registry
Department of Administrative Services

CONTACT US SUBSCRIBE FOR BID NOTICES PROCUREMENT LINKS

Select the desired Fiscal Year

- None Selected
- Fiscal year 01
- Fiscal year 02
- Fiscal year 03
- Fiscal year 04
- Fiscal year 05
- Fiscal year 06
- Fiscal year 07
- Fiscal year 08
- Fiscal year 09
- Fiscal year 10
- Fiscal year 11
- Fiscal year 12
- Fiscal year 13
- Fiscal year 14

PROCESS

RETURN TO MENU

Select fiscal year

This function is being monitored by SPD!

Administrative Services

HOME CONTACT US SUBSCRIBE FOR BID NOTICES PROCUREMENT LINKS

RETURN TO BID MENU

List of Open bids to Notify Additional Vendors

BID NUMBER	BID TITLE	AGENCY NAME
42900-0001-00009	ECONOMIC DEVELOPMENT	GEORGIA DEPARTMENT OF ECONOMIC DEVELOPMENT
42900-0009-00000120	DIAGNOSTIC ECONOMIC DEVELOPMENT	GEORGIA DEPARTMENT OF ECONOMIC DEVELOPMENT
42900-dPressure-test5	Hydrostatic Pressure Testers	GEORGIA DEPARTMENT OF ECONOMIC DEVELOPMENT
42900-hydrostatic-test7	hydrostatictest7	GEORGIA DEPARTMENT OF ECONOMIC DEVELOPMENT
42900-test-bid0005	GEORGIA DEPARTMENT OF	GEORGIA DEPARTMENT OF ECONOMIC DEVELOPMENT

RETURN TO BID MENU

PR_openBids_display

Brings up a list of open bids from your agency to which vendors can be added

Post Bids -GPR

Menu Option: Notify/email Additional Vendors about a bid

Add a Vendor

[Return to Menu](#)

Enter a key word which will be used to search Vendor Name. The selection of an additional vendor will be made from the list generated by your search.

PR_add_vendor_criteria
MODE: (7033)

Search vendors who have key words in name

Add a Vendor

[Return to Menu](#)

42900-0009-000000120

	Fein	CompanyName	Contact Name	eNotification
<input type="button" value="Add Vendor"/>	0000218136	ADVANCED DISPOSAL SERVICES		
<input type="button" value="Add Vendor"/>	0000077116	ADVANCED DISPOSAL SERVICES LLC		
<input type="button" value="Add Vendor"/>	0000175958	ADVANCED DISPOSAL SERVICES MIDDLE GA	AHERNDON@ADVANCEDDISPOSAL.COM AHERNDON@ADVANCEDDISPOSAL.COM	Unpaid
<input type="button" value="Add Vendor"/>	BID0002302	Atlanta Disposal Services LLC	Sharon Barnhart	Unpaid
<input type="button" value="Add Vendor"/>	BID0006399	Bobcat Disposal of Atlanta, LLC	Scott Roberts	Unpaid
<input type="button" value="Add Vendor"/>	0000010962	C&C DISPOSAL INC	CCSANITATION CCSANITATION	Unpaid
<input type="button" value="Add Vendor"/>	0000422749	CLEAN HARBORS DISPOSAL SERVICES INC	Jerry Forgey	Unpaid
<input type="button" value="Add Vendor"/>	0000402748	CONSOLIDATED DISPOSAL SYSTEMS	CDSSMYRNA CDSSMYRNA	Unpaid
<input type="button" value="Add Vendor"/>	BID0004790	Commercial Disposal	Mike Fowler	Unpaid
<input type="button" value="Add Vendor"/>	BID0005499	E Enterprises Inc. dba J & J Disposal Se	Bud Eavenson	Unpaid
<input type="button" value="Add Vendor"/>	0000212516	EVANS DISPOSAL SERVICE INC	Skip Evans	Unpaid
<input type="button" value="Add Vendor"/>	BID0009434	Pro Disposal, LLC	Rogelio Alex Cano	Unpaid

PR_add_vendor_list
MODE: (1603)

Click Add Vendor to add company to email list

This function is being monitored by SPD!

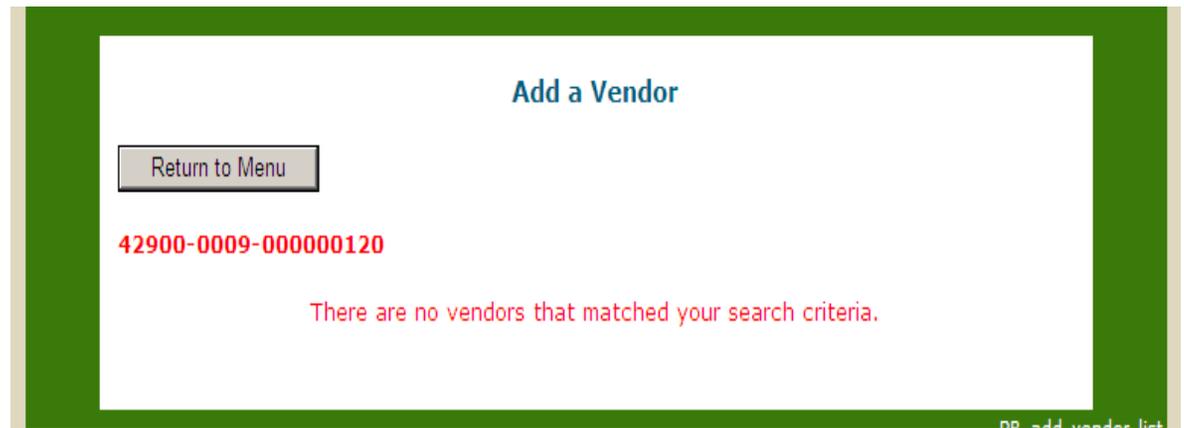
Post Bids -GPR

Menu Option: Notify/email Additional Vendors about a bit

Confirmation screen that the company has been notified



If you receive a message that no vendors matched your search criteria, perform a different type of search





eNotification –Post a new eQuote

How It Works

Post Bids -eQuote

Menu Option: Post a new eQuote

Perform same initial steps to post new eQuote

The screenshot shows the Georgia Procurement Registry website. At the top left is the 'Team Georgia Marketplace' logo. The main header reads 'Georgia Procurement Registry'. To the right is the 'Georgia Department of Administration' logo. A green navigation bar contains the links 'SUBSCRIPTION LIST', 'BROWSE FOR BIDS', and 'CONTACT US'. Below this is a 'Help' button. The main content area is titled 'The Georgia Bid Posting System'. A paragraph explains that bid documents are available in PDF format and provides a link to download Adobe Acrobat Reader. Below this is a section titled 'POSTING BID NOTICES AND DOCUMENTS' with three links: 'Bid Processing. (Generally used for solicitations OVER \$50,000 in value)', 'eQuote Menu. (Generally used for solicitations EQUAL TO OR UNDER \$50,000 in value)', and 'New eQuote Menu.', which is highlighted with a red rectangular box.

Post Bids -eQuote

Menu Option: Post a new eQuote

eQuote Menu

[Post New eQuote](#)
[View Intended Award that triggered NOIA](#)
[eQuote Reports Menu](#)

Just for testing
[eQuote List to hard close a quote](#)
[eQuote NOIA fast forward](#)

EQ_menu_1
MODE: (10)

Enter required information
Select NIGP codes

eQuote Posting

Create new eQuote based on previous eQuotes:

eQuote Number EQ-42900-147

Agency Name 42900-GEORGIA DEPARTMENT OF ECONOMIC DEVELOPMENT

Contact Name Buyer, John

Contact Phone 404-234-4567

Contact Email JohnDoe@georgia.org

Fiscal Year 2010

eQuote Title Chais and more chairs

Description Collections: Coin, Stamp, Comic Books

Estimated Contract Value 1000000 .00
[Competitive Solicitations Guidelines](#)

Closing Date

Closing Time 01 : 00 (hh:mm) AM PM

NIGP Code Selection: Keyword Search Numeric Search

Check to delete NIGP codes and click Submit
NIGPs that are assigned to Lines will not be deleted

03728 --- Collections: Coin, Stamp, Comic Books, etc..

Documents:

Post Bids -eQuote

Save and Release – Vendor Selection summary screen

Follow normal steps to complete eQuote.
Once you click Save & Release, the eQuote Vendor Selection will generate the vendor list of **only** subscribed vendors who have been notified

eQuote Vendor Selection

Based on the NIGP code(s) selection, the eQuote system has generated the vendor list.

There are a total of **4** Team Georgia Marketplace Bidders/Suppliers currently subscribed for electronic notification and registered for the selected NIGP code(s). If you would like to increase the total number of Team Georgia Marketplace Bidders/Suppliers receiving notification of this eQuote, please click on the "Back" button below and update eQuote header to add more associated NIGP code(s). If you do not want any additional Team Georgia Marketplace Bidders/Suppliers, please proceed with your eQuote by clicking the "Next" button.

BACK

NEXT

EQ_Vendor_selection

Post Bids -eQuote

Save and Release – When No Paid Subscribers Found

eQuote Vendor Selection

There are 0 paid Bidders/Suppliers that are matched with your NIGP selection. Click on the "Back" button below to expand the NIGP code selection to increase the total number of Team Georgia Marketplace Bidders/Suppliers receiving notification of this eQuote.

BACK

Release eQuote Without Vendors

EQ_Vendor_selection

Your eQuote has been released, but there are no vendors that have been notified about this eQuote.

Return to Main Menu

EQ_release_eQuote_confirmation

Post Bids -eQuote

Menu Option: Current option Add Vendors – Monitored by SPD

eQuote Menu

Post New eQuote
Review and Maintenance of eQuote
[View Intended Award that triggered NOIA](#)
[eQuote Reports Menu](#)

Just for testing
[eQuote List to hard close a quote](#)
[eQuote NOIA fast forward](#)

[Return To Main Menu](#)

eQuote Maintenance on EQ-42900-123

[View eQuote](#)
[Edit eQuote](#)
[View Bid Responses](#)
Add Vendors
[Resend Notice](#)
[Cancel eQuote](#)

[Return to Menu](#)

Add/Email Additional Vendors to the eQuote

[Add Registered Vendors](#)
[Email Nonregistered Vendors about this eQuote](#)

[Return to Menu](#)

EQ_add_additi vendors



eNotification

eQuote and GPR



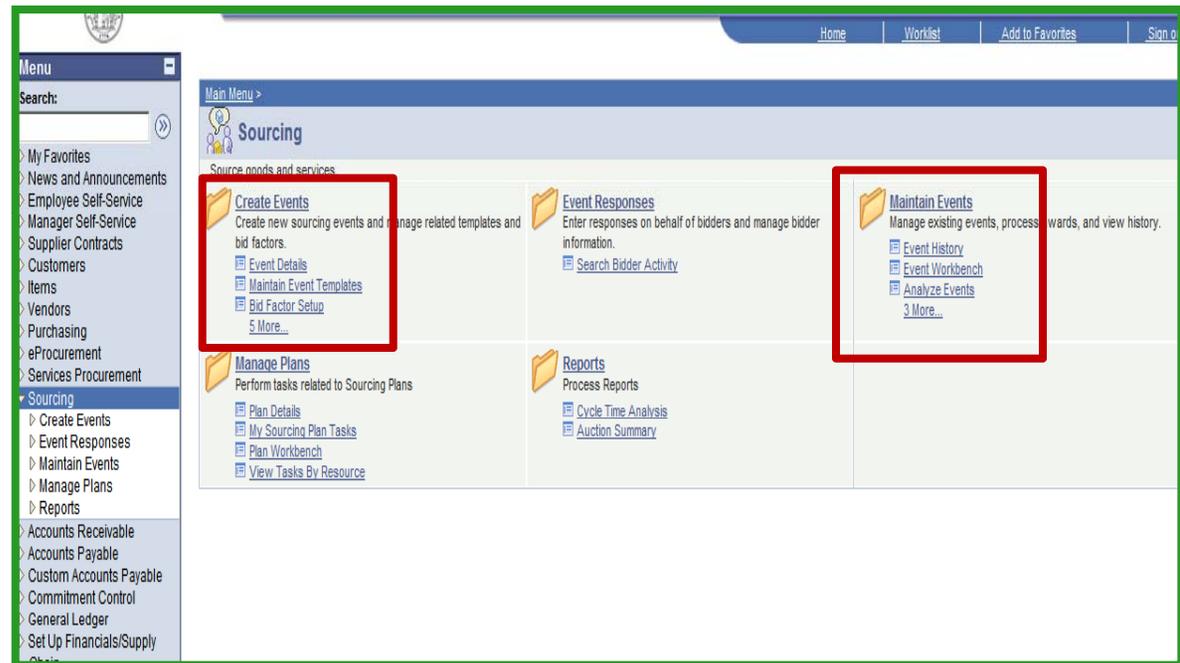


eNotification – Team Georgia Marketplace™

How It Works

Team Georgia Marketplace

- Take the same steps when creating a sourcing event
- Access Sourcing menu
- If new event, Create Events/Event Details
- If existing event, go to Maintain Events/Event Workbench



Team Georgia Marketplace

Complete the
Event Details
as required

Bidder Invitations

Business Unit: 99999 Event ID: NEXT Round: 1 Version: 1 Event Format: Buy

Event Type:	RFx	RF Type:	RFQ	Origin:	SPD	Fiscal Year:	2010
Event Status:	Open	Change to Auction		Preview Date:	12/03/2009 3:45PM EST		
*Event Name:	DORNA TEST			*Start Date:	12/03/2009 3:45PM EST		
Description:	TEST FOR WEBINAR			*End Date:	12/24/2009 3:45PM EST		
Category Type:	Services	Purchase Type:	Agency Contract	Copy From:	<input type="text"/>		

Required fields reside on pages marked with an asterisk (*) – you may not save your event until all required fields are filled.

Step 1: Define Event Basics

Enter basic information, general settings and optional rules for this event.

[* Event Settings and Options](#)

[Payment Terms and Contact Info](#)

[Event Comments and Attachments](#)

[Event Constraints](#)

[Event Header Bid Factors](#)

Step 2: Configure Line Items

Create line listings for this event.

[* Line Items](#)

[Item Line Defaults](#)

Step 3: Select Bidders to Invite

Send out targeted invitations to this event, designate it as a public event, or both.

[* Bidder Invitations](#)

Step 4: Invite Collaborators

Invite others to collaborate on this event. You may not post your event while collaborators are reviewing it.

[Event Collaborators](#)

Step 5: Post Event

When all event creation activities are complete, click Post Event to release your event for scheduled external viewing and trigger any bidder invitations you may have defined.

Team Georgia Marketplace

Invite Bidders: Search for Bidders

Checked by default

Click Search for Bidders

Create an Event

Invite Bidders

Business Unit: 99999 Event ID: NEXT Round: 1 Version: 1 Event Format: Buy Event Type: RFx

Public Event

Customize | Find | View All | First 1 of 1 Last

Select	Bidder ID	Bidder Type	Name	*Dispatch Method
1 <input type="checkbox"/>	PUBLIC_AUC	Public	This is a Public Event	Email

[Search for Bidders](#) Dispatch Lines Save Bidders as Group [Contact Details](#)

[< Return to Event Overview](#)

 GoTo:

Team Georgia Marketplace

On the Bidder Search screen, click Recommend Bidders to view the subscribed Bidders and Suppliers with the relative NIGP code in their profiles

Bidder Search

Search Criteria

Bidder Type:

Name:  State:  Type: Type:

ID:  City: SIC Type: 

Contact:  Country:  SIC Code: 

Group ID:  Postal: Item ID: 

Group Name: 

Recommend Bidders Maximum Rows retrieved

Enter search criteria and press search to retrieve bidders.

Team Georgia Marketplace

- Results include registered Bidders and Suppliers that have paid the Electronic Notification Subscription fee
- Do not modify "Invite" column
- Click OK to go back to Bidder Search page

Search Results						Customize	Find	View All	First	1-23 of 23	Last
Bidder ID	Bidder Type	Location	Name	Bidder Company	Invite						
1 0000008739	Vendor	000001	WEST PUBLISHING CORPORATION		<input checked="" type="checkbox"/>						
2 0000010220	Vendor	000001	WILLIAMS SWEITZER AND BARNUM INC		<input checked="" type="checkbox"/>						
3 0000012856	Vendor	000001	ENGINEERED SYSTEMS FOR MANUFACTURING INC		<input checked="" type="checkbox"/>						
4 0000014213	Vendor	000001	NETWORK TECHNOLOGY SOLUTIONS		<input checked="" type="checkbox"/>						
5 0000018062	Vendor	000001	DATA SYSTEMS & GAMES INC		<input checked="" type="checkbox"/>						
6 0000018811	Vendor	000001	HOWARD INDUSTRIES INC		<input checked="" type="checkbox"/>						
7 0000112472	Vendor	000001	FAST ENTERPRISES		<input checked="" type="checkbox"/>						
8 0000113344	Vendor	000001	VERSA MANAGEMENT SYSTEMS INC		<input checked="" type="checkbox"/>						
9 0000152195	Vendor	000001	BRONNER GROUP		<input checked="" type="checkbox"/>						
10 0000170248	Vendor	000001	APPLIED RESEARCH ASSOCIATES INC		<input checked="" type="checkbox"/>						
11 0000188213	Vendor	000001	SCIQUEST INC		<input checked="" type="checkbox"/>						
12 0000191284	Vendor	000001	CORNELIUS & ASSOCIATES		<input checked="" type="checkbox"/>						
13 0000222140	Vendor	000001	CHICAGO SYSTEMS GROUP INC		<input checked="" type="checkbox"/>						
14 0000223294	Vendor	000001	WINDSOR SOLUTIONS INC		<input checked="" type="checkbox"/>						
15 0000279309	Vendor	000001	S C R		<input checked="" type="checkbox"/>						
16 0000304755	Vendor	000001	DELOITTE CONSULTING LLP		<input checked="" type="checkbox"/>						
17 0000358113	Vendor	000001	THE ESTIS GROUP		<input checked="" type="checkbox"/>						
18 BID0000555	Bidder	1	Peggy Joyner	Project & Technology Consulting Services	<input checked="" type="checkbox"/>						
19 BID0002383	Bidder	1	John Truesdell	Rose International Inc.	<input checked="" type="checkbox"/>						
20 BID0003253	Bidder	1	Carol Watkiss	Column Technologies-Edison, Inc.	<input checked="" type="checkbox"/>						
21 BID0006090	Bidder	1	Laura Lewis	SystemTec	<input checked="" type="checkbox"/>						
22 BID0007118	Bidder	1	Karly Tomlinson	EduServe International	<input checked="" type="checkbox"/>						
23 BID0008149	Bidder	1	Susie Galyardt	XIOSS, Inc.	<input checked="" type="checkbox"/>						

OK Cancel Refresh

Team Georgia Marketplace

To include more companies based on other search criteria, complete the desired search fields

You can Select All to add all results to the Bidder Invitation List or check the Invite column for each company.
Click OK.

Bidder Search

Search Criteria

Bidder Type: Bidder

Company: [] State: []

ID: [] City: [] SIC Type: NGP

Contact: [] Country: [] SIC Code: 91829

Group ID: [] Postal: []

Group Name: []

Recommend Bidders Maximum Rows retrieved: 99999 Search

Select All Deselect All

Search Results Customize | Find | View All | First 1-6 of 6 Last

Bidder ID	Name	Bidder Company	Invite
1 BID0000555	Peggy Joyner	Project & Technology Consulting Services	<input checked="" type="checkbox"/>
2 BID0002383	John Truesdell	Rose International Inc.	<input checked="" type="checkbox"/>
3 BID0003253	Carol Watkiss	Column Technologies-Edison, Inc.	<input checked="" type="checkbox"/>
4 BID0006090	Laura Lewis	SystemTec	<input type="checkbox"/>
5 BID0007118	Karly Tomlinson	EduServe International	<input type="checkbox"/>
6 BID0008149	Susie Galyardt	XIOSS, Inc.	<input type="checkbox"/>

OK Cancel Refresh

Team Georgia Marketplace

The Bidder Invitation List is updated with Bidders who will receive an email notification

Let's search for Suppliers

Modify an Event

Invite Bidders

Business Unit: 99999 Event ID: SPD0000031 Round: 1 Version: 1 Event Format: Buy Event Type: RFx

Public Event

[Customize](#) | [Find](#) | [View All](#) | [First](#) | [1-4 of 4](#) | [Last](#)

Select	Bidder ID	Bidder Type	Name	*Dispatch Method		
1 <input type="checkbox"/>	PUBLIC_AUC	Public	This is a Public Event	Email		
2 <input type="checkbox"/>	BID0000555	Bidder	Project & Technology Consulting Services	Email		
3 <input type="checkbox"/>	BID0002383	Bidder	Rose International Inc.	Email		
4 <input type="checkbox"/>	BID0003253	Bidder	Column Technologies-Edison, Inc.	Email		

[Search for Bidders](#) [Dispatch Lines](#) [Save Bidders as Group](#)

[< Return to Event Overview](#)

GoTo:

Team Georgia Marketplace

Now, perform a “Vendor” search using the same search criteria

You can Select All to add all results to the Bidder Invitation List or check the Invite column for each company.

Click OK.

Bidder Search

Search Criteria

Bidder Type:

Name: State: Type:

ID: City: SIC Type:

Contact: Country: SIC Code:

Group ID: Postal: Item ID:

Group Name:

Maximum Rows retrieved:

Search Results [Customize](#) | [Find](#) | [View All](#) | [First](#) | 1-11 of 11 | [Last](#)

Bidder ID	Location	Name	Invite
1 0000010220	<input type="text" value="000001"/>	<input type="text"/> WILLIAMS SWEITZER AND BARNUM INC	<input checked="" type="checkbox"/>
2 0000012856	<input type="text" value="000001"/>	<input type="text"/> ENGINEERED SYSTEMS FOR MANUFACTURING INC	<input checked="" type="checkbox"/>
3 0000014213	<input type="text" value="000001"/>	<input type="text"/> NETWORK TECHNOLOGY SOLUTIONS	<input checked="" type="checkbox"/>
4 0000018062	<input type="text" value="000001"/>	<input type="text"/> DATA SYSTEMS & GAMES INC	<input checked="" type="checkbox"/>
5 0000018811	<input type="text" value="000001"/>	<input type="text"/> HOWARD INDUSTRIES INC	<input checked="" type="checkbox"/>
6 0000112472	<input type="text" value="000001"/>	<input type="text"/> FAST ENTERPRISES	<input checked="" type="checkbox"/>
7 0000152195	<input type="text" value="000001"/>	<input type="text"/> BRONNER GROUP	<input checked="" type="checkbox"/>
8 0000191284	<input type="text" value="000001"/>	<input type="text"/> CORNELIUS & ASSOCIATES	<input checked="" type="checkbox"/>
9 0000222140	<input type="text" value="000001"/>	<input type="text"/> CHICAGO SYSTEMS GROUP INC	<input checked="" type="checkbox"/>
10 0000223294	<input type="text" value="000001"/>	<input type="text"/> WINDSOR SOLUTIONS INC	<input checked="" type="checkbox"/>
11 0000279309	<input type="text" value="000001"/>	<input type="text"/> S C R	<input checked="" type="checkbox"/>

Team Georgia Marketplace

List is updated with all companies that will be emailed.

Modify an Event

Invite Bidders

Business Unit: 99999 Event ID: SPD0000031 Round: 1 Version: 1 Event Format: Buy Event Type: RFx

Public Event

Customize | Find | View 5 | First 1-24 of 24 Last

Select	Bidder ID	Bidder Type	Name	*Dispatch Method
<input type="checkbox"/>	PUBLIC_AUC	Public	This is a Public Event	Email
<input type="checkbox"/>	BID0000555	Bidder	Project & Technology Consulting Services	Email
<input type="checkbox"/>	BID0002383	Bidder	Rose International Inc.	Email
<input type="checkbox"/>	BID0003253	Bidder	Column Technologies-Edison, Inc.	Email
<input type="checkbox"/>	BID0006090	Bidder	SystemTec	Email
<input type="checkbox"/>	BID0007118	Bidder	EduServe International	Email
<input type="checkbox"/>	BID0008149	Bidder	XIOSS, Inc.	Email
<input type="checkbox"/>	0000008739	Vendor	WEST PUBLISHING CORPORATION	Email
<input type="checkbox"/>	0000010220	Vendor	WILLIAMS SWEITZER AND BARNUM INC	Email
<input type="checkbox"/>	0000012856	Vendor	ENGINEERED SYSTEMS FOR MANUFACTURING INC	Email
<input type="checkbox"/>	0000014213	Vendor	NETWORK TECHNOLOGY SOLUTIONS	Email
<input type="checkbox"/>	0000018062	Vendor	DATA SYSTEMS & GAMES INC	Email
<input type="checkbox"/>	0000018811	Vendor	HOWARD INDUSTRIES INC	Email
<input type="checkbox"/>	0000112472	Vendor	FAST ENTERPRISES	Email
<input type="checkbox"/>	0000113344	Vendor	Main Content MANAGEMENT SYSTEMS INC	Email
<input type="checkbox"/>	0000152195	Vendor	BRONNER GROUP	Email
<input type="checkbox"/>	0000170248	Vendor	APPLIED RESEARCH ASSOCIATES INC	Email
<input type="checkbox"/>	0000188213	Vendor	SCIQUEST INC	Email
<input type="checkbox"/>	0000191284	Vendor	CORNELIUS & ASSOCIATES	Email
<input type="checkbox"/>	0000222140	Vendor	CHICAGO SYSTEMS GROUP INC	Email
<input type="checkbox"/>	0000223294	Vendor	WINDSOR SOLUTIONS INC	Email

- 000018811
- 0000112472
- 0000113344
- 0000152195
- 0000170248
- 0000188213
- 0000191284
- 0000222140
- 0000223294
- 0000279309
- 0000304755
- 0000358113

[Search for Bidders](#) Dispa

[< Return to Event Overview](#)

GoTo:

Save Event Changes

eNotification

Team Georgia Marketplace





Course summary

Electronic Notification or *eNotification* is a process implemented by DOAS to provide suppliers with *email notification* to alert them when a state entity posts a sourcing event

Subscription to eNotification is *optional*.

Suppliers that do not subscribe to eNotification can continue to bid on any state entity sourcing event.

Registered, but non-subscribed suppliers will be excluded from the electronic notification list and will not be a part of the buyer's search and recommend bidders options.

To subscribe to Electronic Notification (eNotification), suppliers must pay \$199.99 per year.

During this year, suppliers receive email notifications of bid opportunities pertinent to their line of business from all State of Georgia opportunities including Colleges and Universities, Agencies and other municipalities

Congratulations

You have successfully completed the course

Electronic Notification

